

2014 Violin/Viola Lessons Student/Parent Contract

Trevor M. Morris - Instructor

Section A – General Terms

1. A regular lesson day and time will be established when the student begins lessons. This day and time will be the regular lesson time for the student, and will be followed every week (unless special arrangements are made for missed lessons).
2. The student will be prepared for all lessons. This includes: having all required music, pencil, notebook, rosin, shoulder rest, bow, instrument, and strings in good working order. The instructor is not responsible for providing materials that the student is responsible for.
3. The student will be present at the start of all lessons.
4. The student will have prepared anything he/she has been assigned from the previous lesson for the current week's lesson.

Section B – Conduct

1. The student will behave in a respectable manner.
2. There will be no distractions of any sort present during the lesson. This includes: loud pets, young children, loud TV's or stereos, loud conversations within earshot, etc. These items will be dealt with before the lesson begins.
3. A verbal progress report will be given to the parent at the end of each lesson. The parent should be present after the lesson to hear this report and be notified of any other issues, otherwise a written report or phone call will be issued instead.
4. The student will keep phone usage to a minimum (for essential/emergency situations only).

Section C – Lesson Cancellation

C1: Make-Up Lessons

1. If a lesson needs to be moved to a different day for a makeup lesson, a 24-hour notice must be given (or at some point the day before the lesson). Once the notice has been given, a makeup lesson will be scheduled. Please note that makeup lessons are subject to the instructor's availability and are not guaranteed.
2. Make-up lessons cannot be rescheduled. If the student cannot make a previously scheduled make-up lesson, or if the student cannot make it to a lesson and does not reschedule with reasonable notice, it will be treated as a same-day cancellation (see C2).
3. If the instructor needs to schedule a make-up lesson, ample notice will be given and a make-up lesson scheduled.

C2: Same-Day Cancellations

1. If the student cannot make it to a lesson and notice is not given the day before the lesson (or within a reasonable amount of time), the lesson will be treated as a same-day cancellation. These lessons are forfeited and payment will not be refunded.
2. If the instructor cannot make a lesson, and notice is not given within a reasonable amount of time, the student can either choose to schedule a makeup lesson, or if a makeup lesson is impossible or undesirable, the lesson will be credited, meaning the payment for that particular lesson will be deducted from the following month's tuition.

C3: Punctuality

1. As noted in Section A, the student will be present at the start of all lessons.
2. If the student is not present and no notice of tardiness has been given, a phone call will be made to the student and/or parent. If no contact is established within ten minutes, the lesson will be forfeited and payment will not be credited.
3. If the student is not present but contact has been made through phone call or text message, the instructor will delay the start of the lesson, but not by more than fifteen minutes after the notice was received, or fifteen minutes after the start of the lesson, whichever gives the student the most time for instruction. In other words, student tardiness of fifteen minutes or more after the start of the original lesson time will result in a canceled lesson (treated like a same-day cancellation).
4. If the student wishes to delay the start of the lesson, and notice of tardiness is given 24 hours (or within a reasonable amount of time) in advance (for example, starting a lesson at 4:30 instead of 4:00) then instruction time will not be penalized.

C4: Exceptions

1. Sections C2 and C3 will become null and void if any of the following are the reason for cancellation or tardiness: serious illness, illness or death in the family, unforeseen car trouble (dead battery, car stalled, etc), other emergencies. In these cases, a make-up lesson will be scheduled or a credit given. This applies to the student and the instructor.
2. Sections C2 and C3 will uphold in the following cases: careless or forgetting a lesson was scheduled, school obligations (give notice ahead of time), orchestra or band obligations (again, give notice ahead of time), returning from a vacation, out-of-town trip, or trip that was otherwise a far distance from the location of the lesson, instrument problems, unwillingness to partake in the lesson, etc.

Section D – Payment

1. Lesson tuition rates are \$25 for one 30-minute lesson, or \$35 for one 60-minute lesson. These rates may increase based on the location of the lesson.
2. Payment will be made on the first lesson of the month and will cover all lessons for that month. (For example, if a student has his/her lesson on a Friday, and there are four Friday's during that month, tuition of \$140 will be due on the first Friday of that month.)
3. Payment form: CHECK is preferred, cash is accepted only if checks are absolutely impossible.

Please read and sign the following.

Student:

I, _____ **(print)** HAVE READ AND AGREE TO THE ABOVE TERMS. I UNDERSTAND THAT THIS CONTRACT WILL BE STRICTLY ENFORCED. I UNDERSTAND THAT THESE TERMS ARE IN PLACE TO HELP ME BECOME A BETTER INSTRUMENTALIST AND TO IMPROVE MY PROFESSIONALISM.

SIGNATURE: _____

DATE: _____

Parent:

I, _____ **(print)** HAVE READ AND AGREE TO THE ABOVE TERMS. I UNDERSTAND THAT THIS CONTRACT WILL BE STRICTLY ENFORCED. I UNDERSTAND THAT THESE TERMS ARE IN PLACE TO HELP MY CHILD BECOME A BETTER INSTRUMENTALIST AND TO IMPROVE HIS/HER PROFESSIONALISM. I UNDERSTAND THAT THESE TERMS ARE IN PLACE TO PROTECT THE BEST INTERESTS OF MY CHILD AND OF THE INSTRUCTOR.

SIGNATURE: _____

DATE: _____